



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

October 7, 2013

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office is continuing on a countywide Contracting Process Improvement Project. The overall goal is to create a centralized contracting system which incorporates best practices and processes, while at the same time ensuring compliance with laws and County policies. This memo briefly summarizes efforts that occurred on the project during the third quarter of 2013.

The Auditor-Controller (A-C), in conjunction with the Internal Services Department (ISD) and other County departments, completed the following items during the reporting period:

- Identified the departments that will participate in the Pilot Phase:
 - Internal Services Department
 - Community and Senior Services
 - Department of Health Services (DHS)
- Developed training material and documentation for both the Contract Library System (CLS) and the Case Management System (CMS).
- Planned the implementation and set the date to begin the Pilot Phase as November 1, 2013.

Contract Library System

- Completed the milestones for the EMC Pilot Phase Work Order and conducted User Acceptance Testing (UAT) in preparation of the Pilot Phase.
- Completed the design and configuration of the CGI CLS in preparation of the Pilot Phase.
- Began loading the standard clauses to the CLS application.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Each Supervisor
October 7, 2013
Page 2

- Met with County Counsel and DHS to demonstrate the application and discuss the workflow process for reviewing and approving standard clauses and standard templates for the Pilot Phase.
- Train Pilot Phase participants during UAT to familiarize themselves with the functionality of both applications.

Case Management System

- Completed development and testing of the reference table interface between the new CMS and the eCAPS Financial System.
- The integration between the EMC CLS and the CGI CMS has been completed to allow seamless access by a department contract analyst to standard Request for Proposal, Statement of Work, Contract, and other solicitation documents.
- Completed the design and configuration of the CMS application.
- Began design and development of Stage 2 to extend CMS integration to eCAPS and vendor self-service.

Next Steps for October – December Reporting Period

During the next reporting period, the A-C and ISD will focus on:

- Move both CLS and CMS applications to production.
- Complete the configuration for both CLS and CMS for the Pilot Phase.
- Work with County Counsel to finalize the workflow, standard clauses, and standard templates for the Pilot Phase.
- Implement the clauses and templates to be used in the Pilot Phase.
- Finalize the objectives and milestones for the Pilot Phase.

The next quarterly status update on this project will be provided in January 2014. If you have any questions or need additional information, please contact Scott Wiles of my staff at (213) 893-1246 or at swiles@ceo.lacounty.gov.

WTF:SHK:SAW:cg

c: Executive Office, Board of Supervisors
 County Counsel
 Auditor-Controller
 Community and Senior Services
 Health Services
 Internal Services